



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> SGS and DN	<b>RFA #18 – 85</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    ☐ Male   ☐ Female   ☐ Other :  
                                  ☐ He/Him/His   ☐ She/Her/Hers   ☐ They/Them/Theirs   ☐ Other :  
                                  ☐ Administrator   ☐ Faculty   ☐ Staff   ☐ Student

Concern Regarding:    ☐ Male   ☐ Female   ☐ Other:  
                                  ☐ He/Him/His   ☐ She/Her/Hers   ☐ They/Them/Theirs   ☐ Other :  
                                  ☐ Administrator   ☐ Faculty   ☐ Staff   ☐ Student  
                                  ☐ Other:

**Category:** *(Please check at least one)*

- |   |  |  |                                     |  |
|---|--|--|-------------------------------------|--|
| <input type="checkbox"/> Age            | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed                         | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race                          | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender     | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation            | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
|   |  | <input type="checkbox"/> Gender Identity or Expression |                                     |  |

Time Line		
Date	Item	Comments
12/3/18	SGS, CM meeting With [REDACTED]	[REDACTED] came to complain about Instructor [REDACTED] ...said she called her [REDACTED], and that is not her name; doesn't know where that came from. The class is [REDACTED]. She says Instructor [REDACTED] brought up women of color writers [REDACTED] said they have 4 books, and only one of them is by a woman of color—feels like an after-thought on the part of the Instructor [REDACTED] said you shouldn't be teaching this class unless you know how to teach it. [REDACTED] said that when Instructor [REDACTED] has tried to explain the concept of cultural appropriation, she doesn't give concrete examples. [REDACTED] contacted EO because on Monday, November 26, 2018, the class was about 10 minutes into the class and she said Instructor [REDACTED] was talking

		<p>about the students needing to use the MLA format and Instructor ██████ said that she “randomly checks (their papers) for sources, like border patrol, sorry bad analogy.” ██████ says hearing a professor say that was really violent to her. She said that made her feel unsafe. ██████ said did not feel support by the Instructor and felt she had to leave the class because ██████ said that. ██████ says she sent Instructor ██████ sent her an email that night confronting Instructor ██████ about the comment she made. Instructor ██████ responded back and offered to meet with ██████ says that Instructor ██████ needs to address her whiteness... she comes into the space (the classroom) with a certain power dynamic.</p> <p>██████ also said that she played an audio clip and read a poem that is basically just about being a refugee and did not cover sexual violence-- ██████ said she doesn't think Instructor ██████ should be teaching this; she starts crying and ██████ feels this is hypocritical of her ██████ says she has met with the head of the department.</p> <p>██████ says she doesn't want Instructor ██████ to work her or anywhere that she doesn't want to be in her class ██████ says she cares more about something happening to Instructor ██████ than she does about her grade;</p>
12/11/18	SGS, DN meeting with ██████	<p>SGS and DN met with ██████ to discuss her experience and provide pertinent resources, policies, and procedures. SGS and DN reviewed the various reporting options and indicated to ██████ that if wants Instructor ██████ disciplined, that this would come after a substantiated formal complaint investigation. SGS and DN asked ██████ if she wanted to file a formal complaint. They tried to explain due process to ██████, but the meeting became heated and ██████ abruptly left. After the meeting, DN emailed ██████ with follow up, informing her that we were happy to meet her again..</p>